

## **PART TIME CENTRAL REPORTING UNIT TECHNICIAN**

**DEFINITION:** Serving the public with technical and administrative work as a civilian technician, primarily writing police reports, which become a legal court record. This position provides services at all three district stations while working in conjunction with police patrol officers and detectives, command staff, and the State’s Attorney’s Office.

### **EXAMPLES OF DUTIES:**

1. Prepares police reports that become a legal court record, using information provided by citizens who are reporting criminal incidents, in person or referred to CRU by the 911 center.
2. Accepts and processes payments for DACRA – vehicle impounds, parking tickets, ordinance violation citations, records documents, subpoenas, sexual offenders, violent offenders, and checks received by the police financial unit.
3. Responsible for gathering the weekly money deposit and transferring the deposit to the Brinks officer and obtaining their signature.
4. Testifies under oath in court proceedings in response to subpoenas in criminal and civil cases.
5. Registers City of Rockford Sex Offenders and Violent Offenders for weekly, quarterly, and annual due dates, and when they come in to update any information as required by the Sex Offender Registration Act.
6. Responsible for balancing the cash drawer, including opening and closing the drawer at the start and end of the business day
7. Remains current on all federal, state, and local laws and ordinances pertaining to sexual offenders and violent offenders.
8. Completes traffic accident reports and supplements for citizens when an accident is reported at a district station rather than at the scene of the accident.
9. Reports incidents of suspected child abuse to DCFS and elder abuse to the Illinois Department on Aging, as required by law as a mandated reporter
10. Receives and registers “tags” into evidence articles found by citizens and evidence related to police reports when it is brought into a district station.
11. Collects, handles, and documents firearms and ammunition brought in by citizens for destruction.
12. Logs appropriate information in the RMS and DACRA systems for vehicles that have been repossessed and for private tows.

13. Collects FOID cards when citizens come in to a district station to surrender their FOID card as mandated by Illinois State Police.
14. Assists the public with requests for information including criminal, civil and traffic law, court dates, payment of parking tickets, vehicle impounds, and ordinance violation citations, driving directions, and general information on other City and County services.
15. Receives incoming mail and directs packages for delivery to employees in the Rockford Police Department. Also responsible for gathering daily outgoing mail and transferring it to third-party mail contactor.
16. Greets persons conducting business in the district stations and assists them by directing them to the appropriate person or area.
17. Assists the public with disposing of medication in the medication disposal bin.
18. Performs other duties as assigned or required.
19. Maintains reasonable and predictable attendance.

### **KNOWLEDGE AND SKILLS:**

Knowledge of application-software, including LEADS, OffenderWatch, MS Office Suite or other word processing, spreadsheet and data base software standards that may be adopted by City departments. Skill in the use of a computer and related office equipment. Ability to handle cash, checks, money orders, and credit/debit cards, and operate a cash register, money counter, and calculator. Ability to establish and maintain effective working relationships with associates, officials, and other Law Enforcement agencies. Ability to communicate concisely and effectively both orally and in writing. Ability to work flexible hours and overtime when required. Ability to operate a motorized vehicle.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work activities are primarily sedentary in nature, sitting at a desk operating a personal computer, and include walking, standing, reaching, bending and lifting up to 25 pounds. Some travel may be required. Hours will vary and will include days, evenings, weekends, and some holidays.

### **EDUCATION, TRAINING & EXPERIENCE:**

High School Diploma or G.E.D. and three to five years of increasingly responsible clerical and secretarial experience in an office or law enforcement setting. Any satisfactory equivalent combination of police experience and training which ensures the ability to perform the work may be substituted for the required experience.

**NECESSARY SPECIAL REQUIREMENTS:**

Ability to become LEADS partial-access certified within 3 months of hire date.

Must be able to withstand an extensive background investigation.

Possession of a valid Illinois driver's license.

**Residency Requirement:**

Modified November 15, 2021: All employees (except Police Sworn and Fire Sworn) hired on or after June 1, 2018 shall reside anywhere in Winnebago County or within fifteen (15) miles of Rockford City Hall (425 E. State Street Rockford, IL 61104) within six (6) months after their introductory period. Department Heads shall live within the municipal boundaries of the city of Rockford.

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

Revised 11/29/2021 for Residency Policy